

Major Subdivision
**(4 lots or more; and/or requires new streets, utilities or other
municipal improvements)**

Pre-application Procedure
SECTION V. SUBDIVISION REVIEW PROCEDURES

A. Preliminary Conceptual Consultation (optional but strongly recommended)

The Applicant may request a meeting with the Board to discuss a proposal in conceptual and general terms. Such discussion shall not bind the Applicant or the Board and may occur without formal public notice but must occur only at a posted meeting of the Board.

Although preliminary consultation is strictly optional, the Board encourages applicants to avail themselves of this opportunity to resolve issues at an early stage that might become problems later. Such pre-application consultation shall be informal and be directed towards:

1. Reviewing the basic concepts of the proposal.
2. Reviewing the proposal with regard to the zoning ordinance.
3. Explaining state and local regulations that may apply to the proposal.
4. Determining if the proposal is a major, minor or technical subdivision.
5. Discussing the desirability of types of development and proposals under Harrisville's Master Plan.

1. PRELIMINARY CONCEPTUAL CONSULTATION

- Can occur only at a regular meeting of the Board
- Limited to general and conceptual discussion, e.g., explaining regulations that might apply, relating proposal to Master Plan and Zoning Ordinances, determining if project would be a major, minor or technical subdivision.
- Requires no formal public notice.
- Involves no time limit or binding decisions for Board or Applicant.

B. Design Review Phase (optional)

1. Prior to submission of an application for Board action, an Applicant may request to meet with the Board or its designee for non-binding discussions beyond the conceptual and general, involving more specific design and engineering details of the potential application.
2. The design review phase may proceed only after identification of and notice to abutters and the general public as required by RSA 676:4 I (d).

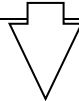
3. Persons wishing to engage in pre-application design review shall file a “Request for Pre-application Design Review” and associated fees with the Board at a regularly scheduled meeting. The request shall include:
 - a.) Names and addresses of the applicant and all abutters and holders of conservation, preservation, or agricultural preservation restrictions, obtained from Town records not more than 5 days before submission.
 - b.) Fees to cover the costs of mailing notices to the above persons (certified mail, return receipt requested) and of publishing notice in the Keene Sentinel.

3. The design review will be scheduled for the next regular meeting of the Board. Statements made by Board members at a design review shall not be the basis for disqualifying said members or invalidating any action eventually taken on the application.

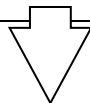
5. A preliminary layout of the site should be provided, showing: location of lot lines, lot measurements, and the roads surrounding the site.

2. PRE-APPLICATION DESIGN REVIEW (OPTIONAL)

- Owner or agent files required materials at regular meeting of the Board.
- Must include names and addresses of abutters and holders of conservation or preservation restrictions (for notification purposes).
- Must include fee to cover cost of certified mailings.



Notices mailed to abutters and holders of conservation or preservation restrictions and posted / published at least 10 days prior to the next regular meeting of the Board



- Review occurs at next regular meeting of the Planning Board.
- No public hearing required (but possible)
- Provides opportunity for more detailed discussion of proposal: e.g., lot sizes, utilities, roads, design and engineering issues.
- Board conveys suggestions, recommendations, and concerns to Applicant.
- Involves no time limit and no binding decisions for Board or Applicant.

